

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Notice of Termination of Logistics Services**

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you that, as of [Effective Termination Date], we will be ending our logistics service agreement with [Recipient's Company]. This decision has been made after careful consideration and aligns with our current business strategy.

We would like to take this opportunity to thank you for the collaboration and support over the duration of our partnership. We appreciated the shared goals and achievements, and we hope to maintain a positive relationship moving forward.

Please ensure that all matters concerning the transition are handled by [Transition Contact Person and Contact Information]. If you have any further questions, feel free to reach out to us.

Thank you once again, and we wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company]